

Applications for Licensure

To apply for licensure as a landscape architect in the State of South Carolina, applicants must be able to read and write the English language and must successfully complete the CLARB - Landscape Architect Licensure Examination (LARE).

There are four (4) methods to meet the requirements for licensure in this State.

METHOD 1 – ACCREDITED DEGREE/TWO (2) YEARS EXPERIENCE/CLARB-LARE

Applicants for licensure must:

- (1) Be a graduate of an accredited landscape architectural curriculum approved by the Board (the Appendix contains a list of accredited schools that offer degree programs in landscape architecture);
- (2) Have two (2) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other qualified person approved by the Board;
- (3) Successfully complete all sections of the CLARB – LARE.

METHOD 2 – NON-ACCREDITED DEGREE OR FOUR (4) YEAR DEGREE IN RELATED FIELD/FIVE (5) YEARS EXPERIENCE/CLARB-LARE

Applicants for licensure must:

- (1) Be a graduate of a non-accredited curriculum or a four (4) year college with a degree in a related field approved by the Board;
- (2) Have five (5) years of varied landscape architectural experience under the supervision of a licensed landscape architect or other qualified person approved by the Board;
- (3) Successfully complete all sections of the CLARB – LARE.

METHOD 3 – RECIPROCITY

Applicants for licensure must:

- (1) Hold a license to practice landscape architecture issued upon examination by a legally constituted board of examiners of another state or the District of Columbia, or a territory or possession of the United States, with requirements substantially equivalent to those of this State.

METHOD 4 – CLARB CERTIFICATION

Applicants for licensure must:

- (1) Submit certification documents from the Council of Landscape Architect Licensure Boards (CLARB) verifying qualifications for licensure.

Application Process

Applications and forms for licensure are posted on the Board website under “Applications and Forms.” To apply for licensure as a landscape architect in the State of South Carolina, applicants must submit the following materials application materials to our office:

- (1) The completed application from the S.C. Department of Labor, Licensing and Regulation.
 - (a) Submit the \$200.00 fee along with the application. **Please make checks payable to LLR – Landscape Architect Board.**
 - (b) All fields on the application must be filled out completely. The Board will accept a CLARB Council Record or a résumé as an attachment to the application, but it will not substitute for completing the information on the application form.
 - (a) **Incomplete or incorrect applications will not be processed. They will be returned to the applicant.**
- (2) Original college transcripts.
 - (a) The transcripts must be an original. Copies will not be accepted.
 - (b) The transcript can be submitted with the application or sent to the Board directly from the college/university.
- (3) Five professional references, three of which must be licensed landscape architects.
 - (a) The landscape architects providing references may be licensed in any state.
 - (b) Relatives, members of the Department, and members of the Board may not provide references for applicants.
 - (c) The Landscape Architect Reference Form is available for applicants to forward to their references. The applicant will fill out the top portion with their name and address, and forward the form to their references. The reference will complete the rest of the form and return it directly to our office.
- (4) Employment Verification Forms from each employer listed on the “employment” section of the application. The applicant is responsible for downloading the form

from the website and forwarding it to their current and previous employers for completion and return to the Board.

- (5) Reciprocity Verification Form, if you have passed sections of the examination in another state. The applicant is responsible for downloading the form from the website and forwarding it to the state(s) where they completed the examination and are licensed for completion and return to the Board.
 - (a) **If the candidate has a CLARB Council Record or is CLARB Certified, they need to request that their record be transmitted to our office.** They can contact CLARB at (571) 432-0332 or submit the request through their website at <http://www.clarb.org> . The Board will accept the three (3) professional references on the Council Record. Therefore, applicants with a Council Record only need to submit two (2) additional references for the application.
 - (b) Applicants with CLARB Council Records do not need to submit Employment Verification Forms or Reciprocity Verification Forms for their application.

Upon receipt of an application, the Board will:

- (1) Verify that the application is filled out completely and correctly and review all application materials to verify that the applicant meets the education/experience/examination requirement.
- (2) Once all of the completed forms are received, the application will be reviewed for approval for licensure.
- (3) If additional information is required, the applicant will be contacted by E-mail.
- (4) If approved, the applicant will be notified in writing.
- (5) If the applicant requires an application hearing, Board staff will contact them by email with instructions for requesting a hearing at the next available Board meeting.